

NOVA SCOTIA SCHOOL SERIES.

ELEMENTARY

BOOK-KEEPING,

BY

SINGLE ENTRY.

Copy deposited No. 644.

HALIFAX, N. S.

A. & W. MACKINLAY.

1875.

*Entered according to Act of Parliament of Canada, in the year 1875,
in the Office of Minister of Agriculture.*

PREFACE.

BOOK-KEEPING does not receive that attention in our schools which its importance demands. Every one, no matter what may be his occupation, should keep an accurate record of his dealings with others, so that at any time, by reference to his books, he can see how much he owes and how much is owing to him. He should also keep an account of his cash transactions, that he may know at the end of each month or year the amount of money he has received from every source, and in what ways he has expended that money. The want of system and accuracy in these matters often leads to reckless expenditure and financial ruin. A farmer who keeps no record of his dealings with the merchant or the blacksmith is surprised, at the end of the year, at the hugeness of his account. He is sure that he owes no such sum, although he is not prepared to dispute the correctness of any one item. A correct and systematic record of debt and credit, of cash receipts and expenditures, will lead to a more careful estimate of one's financial condition, of what can be afforded and what can not; and it will lead one to look back over his list of purchases and consider whether his money could not have been expended to better purpose.

It is not supposed or designed that this little work shall supersede the larger and more complete text books on Book-keeping which are now in use, and which are needed to give that knowledge required in more extended mercantile business. The object is rather to promote the study of this important branch of practical education, by taking up ground which has never been occupied. The aim is to present, in cheap form, such a simple and concise system of keeping accounts by "Single Entry" as will adequately meet the wants of that large number of boys and girls in our schools, who are now wholly neglecting the study.

In the following pages, that the learner may acquire as thorough and practical a knowledge of Book-keeping as possible, examples are first presented for his inspection, showing him how to record different kinds of transactions in the various books employed; he is then required to take similar transactions and write up the *Day Book*, *Cash Book*, *Bill Book*, and *Ledger*, according to the examples furnished. He will not, therefore, have the opportunity of copying the work from the text book, but will be compelled to exercise his judgment as to the book in which the account should be entered, and the form in which it should be written.

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BOOK-KEEPING.

PART I. EXPLANATIONS.

It frequently happens that payment is not made for articles bought or sold at the time of the transaction. The purchaser is then in debt; he is said to be a *debtor*, and the seller is *creditor*. It is not safe to trust such business transactions to memory. The art of recording them in systematic form is called **BOOK-KEEPING**.

The following illustration shows how records are made:—

Thomas White, on the 15th January, sells to John Poor 3 cwts. of hay at 65 cents per cwt., and 5 bushels of potatoes at 45 cents per bushel. Poor has sawed wood for him two days at \$1.25 per day.

White writes in his book,—

		January 15th, 1875.	
JOHN POOR, DR.			
To 3 cwts. hay @ 65 cts.	\$1.95	
5 bushels potatoes @ 45 cts.	2.25	4 20
	CR.		
By 2 days sawing wood @ \$1.25		2 50

Poor writes in his book,—

		January 15th, 1875.	
THOMAS WHITE, DR.			
To 2 days sawing wood @ \$1.25		2 50
	CR.		
By 3 cwts. hay @ 65 cts.	\$1.95	
5 bushels potatoes at 45 cts.	2.25	4 20

The number of books employed in Book-keeping depends on the nature and extent of the business; those in general use are the *Day Book*, the *Cash Book*, the *Bill Book*, and the *Ledger*. The records made should show correctly, clearly, and concisely the state of one's business,—or the property of different kinds which he owns; whom he owes, with the amounts due each; and who owes him, with the amounts due from each.

The **DAY BOOK** contains all the debit and credit transactions in the order in which they occur, and with the proper date. Unless a *Memorandum Book* is kept for the purpose, it is well at the commencement of the Day Book to make a statement of property owned and of debts at that date. Articles bought and paid for in full at the time of purchase are not entered in the Day Book. Transactions in which debt and credit are not equal must be stated in full, and not

simply the balance or excess of the greater. In the Day Book, the date should be placed at the top of the page, and needs not be repeated on the same page with each account; but when a new date occurs on the page it should be placed above the account and not in the margin. The following are two pages from Thomas White's Day Book :—

TRURO, January 15th, 1875. 1

JOHN POOR, DR.		
To 3 cwt. hay @ 65c.	\$1.95	
5 bushels potatoes @ 45c.	2.25	4 20
CR.		
By 2 days sawing wood @ \$1.25		2 50
JAMES WILSON, DR.		
To 14 bushels oats @ 58c.		8 12
Jan. 16.		
FRANK PARKER, CR.		
By 5 gals. Kerosene oil @ 45c.	\$2.25	
2½ yds. Cane la Tweed @ \$1.60	4.00	6 25
DR.		
To 2 cords wood @ \$2.50		5 00
JOHN POOR, DR.		
To 5 lbs. butter @ 28c.		1 40

TRURO, Jan. 16th, 1875. 2

JAMES CROWE, DR.		
To 1 cow		45 00
Jan. 18th.		
FRANK PARKER, DR.		
To man and team one day		3 00
CR.		
By 5 lbs. tea @ 45c.		2 25
JAMES CROWE, CR.		
By Note of Hand (see B. B.)		45 00
JAMES WILSON, CR.		
By cash on account		8 12
19th.		
FRANK PARKER, CR.		
By 25 yds. carpet @ \$1.65	\$41.25	
18 yds. black silk @ \$1.75	31.50	72 75
DR.		
To Cash	\$23.25	
Note of Hand (see B. B.)	50.00	73 25
Jan. 19.		
DAVID WEBSTER, CR.		
By 1 sleigh	\$35.00	
repairing sled	1.50	36 50
DR.		
To 1 ton hay		14 00

The CASH BOOK contains, on the left hand page, a record of cash held on commencing business, and of all cash receipts; on the right hand page, a record of all cash payments. The dates are placed in the margin.

The left hand page is called the debtor side, and the right hand the credit side. The propriety of this will be evident, if we think of the *cash-box* or *safe* as a person with whom an account is opened for debt and credit.

The first entry in the Cash Book must always be on the debit side, as cash must be received before it can be disbursed; for a similar reason, the amount on the credit side can never exceed that on the debit side. If the two sides are equal, there is no cash on hand; the excess of the debit side shows the amount held.

The Cash Book should be carried along simultaneously with the Day Book. Cash received on cash sales, or paid on cash purchases, that is when full payment is made at the time of the transaction, is entered in the Cash Book only. When the cash does not correspond with the amount of the purchase or sale, and when cash is paid on account, the entry must be made in the Day Book, as well as in the Cash Book.

The following is a specimen of the debit and credit sides of Thomas White's Cash Book. By adding the two sides, and taking the difference, we shall find that the debit side exceeds the other by \$26.17, which is the amount of cash on hand January 18th.

CASH.			Dr.	CASH.			Cr.
1875				1875			
Jan. 1	To cash on hand.....	25 30		Jan. 2	By cash for overcoat.....	16 00	
" 8	" " for ton of hay ...	14 00		" 14	" " lent to C. Bell,		
" 9	" " fat oxen.....	180 00			(see B. B.).....	150 00	
" 16	" " 4 cords of wood..	10 00		" 18	" " paid to F. Parker	23 25	
" 18	" " from J. Wilson..	8 12			Buffalo robe.....	22 00	

The BILL BOOK contains a record of various particulars respecting written obligations for the payment of money, such as *Notes of Hand*, *Due Bills*, *Orders*, and *Drafts*. It consists of two parts,—*Bills Receivable* and *Bills Payable*. In *Bills Receivable*, we enter all obligations of this kind which we hold against others, recording the *maker's* name, the *endorser's* name, the *amount*, *date*, *time*, *when due*, *where payable*; in *Bills Payable* we enter our written obligations to pay money, *to whom payable*, the *amount*, *date*, &c.

By reference to the Bill Book, we can ascertain when Bills held by us fall due, without the trouble of examining these papers; and we shall not be perplexed by unexpected demands for payment of forgotten obligations.

When a Note of Hand or other written obligation is given or taken in payment of a Day-Book account, a record must be made also in the Day Book; when it is given or taken for cash, the proper entry must be made in the Cash Book.

When a Bill is paid or otherwise disposed of, the fact should be stated under the heading *remarks*.

Below is a specimen of Thomas White's Bill Book, with such entries as are required by transactions referred to in the Day Book and Cash Book.

BILLS RECEIVABLE.

No.	Maker.	Indorser.	Amount.	Date.	Time.	When Due.	Remarks.
1	Chas. Bell		150.00	Jan. 14, 1875	6 mos.	July 14, 1875	
2	Jas. Crowe		45.00	Jan. 16, 1875	3 mos.	Apr. 16, 1875	

BILLS PAYABLE.

No.	To whom Payable.	Indorser.	Amount.	Date.	Time.	When Due.	Remarks.
1	F. Parker		50.00	Jan. 19, 1875	3 mos.	Apr. 19, 1875	

The LEDGER brings together, under each man's name, all his accounts as found in the Day Book, placing debits on the left hand and credits on the right. The process of transferring accounts from the Day Book to the Ledger is called *Posting*. The accounts are posted in the order in which they occur in the Day Book. For convenience in turning up accounts in the Ledger, an alphabetical *Index* is formed, each man's name and page in the Ledger being entered in the Index the first time the name occurs in posting.

It is not necessary to enter in the Ledger the various particulars recorded in the Day Book, but simply the total amount of the transaction.

When an account is transferred from the Day Book to the Ledger, the number of the Ledger page is placed opposite the account in the margin of the Day Book. This shows that the account has been posted, and also indicates its place in the Ledger. A reference mark is also made in the Ledger in connection with each entry, showing where it is found in the Day Book. This mark may be either the date of the account or the page of the Day Book, and it may be placed in a separate column for this purpose, or it may be placed above a horizontal line with the amount written beneath. The different modes of inserting reference marks in the Ledger are illustrated in the

following examples of the debit side of Frank Parker's account. In the first example both the page and date are given; in the second, the date only; and in the third, the page only.

DR.		FRANK PARKER.				CR.	
1875							
Jan. 16	To D. B.	1	5	00			
" 18	"	2	3	00			
" 19	"	2	73	25			

DR.		FRANK PARKER.				CR.	
1875							
Jan.	To 16th, 18th, 19th,						
	To 5.00, 3.00, 73.25,	81	25				

DR.		FRANK PARKER.				CR.	
1875							
Jan.	To 1 2 2						
	To 5.00, 3.00, 73.25,	81	25				

At certain times, usually at the end of each year, after the Day Book is all posted, the debit and credit sides of each account in the Ledger are compared. If they are equal, the sum is placed on each side on the same line, and a double line is ruled beneath. This is called *closing the account*.

If the two sides are unequal, they are first balanced by entering a sufficient sum for the purpose on the side of the less, and writing the words *To Balance*, or *By Balance*, according as the entry is on the debit or credit side. The account is then closed as before, and the amount added in balancing is afterwards entered below the closing line on the opposite side. Thus if the amount was added to the debit side with the words *To Balance*, it is brought down on the credit side after the words *By Balance*; if it was added to the credit side with the words *By Balance*, it is brought down on the debit side after the words *To Balance*. The amount of balance thus entered opens a new account. In balancing an account, the words *To Balance* and *By Balance* should be written in a different hand, or with ink of a different color from the rest.

On the next page are the Index and Ledger corresponding to the portion of Thomas White's Day Book, given on the preceding pages. The accounts are balanced and closed. The Ledger is supposed to comprise three pages.

INDEX.

* *			* *		
C.	Crowe, James	2	W.	Wilson, James Webster, David	1 3
* * *					
P.	Poor, John Parker, Frank	1 2	* *		

JOHN POOR.

1

1875 Jan.	15th, To 4.20, 1.40,	5	60	1875 Jan.	15th, By 2.50,	2	50
		5	60		" Balance,	3	10
Jan. 19	To Balance	3	10			5	60

JAMES WILSON.

1875 Jan.	15th, To 8.12,	8	12	1875 Jan.	18th, By 8.12,	8	12

FRANK PARKER.

2

1875 Jan.	16th, 18th, 19th, To 5.00, 3.00, 73.25	81	25	1875 Jan.	16th, 18th, 19th, By 6.25, 2.25, 72.75,	81	25

JAMES CROWE.

1875 Jan.	16th, To 45.00,	45	00	1875 Jan.	18th, By 45.00,	45	00

DAVID WEBSTER.

3

1875 Jan.	19th, To 14.00,	14	00	1875 Jan.	19th, By 36.50,	36	50
	" Balance,	22	50			36	50
		36	50			36	50
Jan. 19	By Balance,	22	50				

The **BALANCE SHEET**, ruled like the Ledger, gives a general statement of one's financial condition. It presents on the debit side all assets, including the estimated value of property held, the cash on hand as shown by the Cash Book, and the amounts due as shown by Bills Receivable and by the debit balances of the Ledger; and it presents on the credit side the amount of liabilities, as shown by Bills Payable and the credit balances of the Ledger. The difference between the two sides is the net capital. The difference in the net capital at two different dates shows the gain or loss.

If, on the 19th of January, Thomas White's property, not including Cash, Notes of Hand, and Ledger balances, is estimated at \$4000.00, his Balance Sheet will appear as below.

DR.				BALANCE SHEET.				CR.			
1875				1875							
Jan. 19	Value of Farm, Stock,	4000	00	Jan. 19	F. Parker's Note (B.P.)			50	00		
	Cash (C.B.)	26	17		David Webster			22	50		
	C. Bell's Note, (B.B.)	150	00		Balance, Net Capital,			4151	77		
	J. Crow's Note (B.R.)	45	00								
	John Pool	3	10								
		4224	27					4224	27		

MERCANTILE TERMS.

ACCOUNT CURRENT.—A person's account copied from the Ledger, giving the items of debt and credit, and showing how he stands with the firm.

ASSETS.—Property of all kinds, including amounts due.

BILL, BILL OF PARCELS, OR BILL OF PURCHASE.—A written statement of goods bought at one time, with the items and prices.

BILL OF EXCHANGE.—A written order addressed by one Bank, or Firm, to another, requesting the payment of money to a third person or his order. The person who makes or signs a Bill of Exchange is called the *Maker*; the one to whom it is addressed is the *Drawee*, who after he agrees to pay the amount is called the *Acceptor*; and the person to whom the money is ordered to be paid is the *Payee*. A Bill may be drawn payable *at sight*, that is when presented, or a certain time *after sight*, as sixty days. A Bill is not payable until three days, called *days of grace*, after it is nominally due. A Bill of Exchange when drawn on a person in another country is called a *Foreign Bill*. Foreign Bills are usually drawn in *sets* of two or three, called *first*, *second*, and *third*, all exactly alike except the words

necessary to distinguish the number it holds in the set. They are thus drawn and sent by different conveyances to guard against loss. The payment of one cancels the others.

CHEQUE.—A written order addressed to a Bank, requesting the payment of money.

COMMISSION.—Compensation to an agent for doing business.

CONSIGNMENT.—Goods sent to an agent for sale. Such agent is called a *consignee*, and the person who sends the goods is a *consignor*.

DRAFT.—An order addressed by one Bank or Mercantile House to another, requesting payment of money. A Bill of Exchange not embracing a set, but consisting of a single order.

DISCOUNT.—An amount deducted for payment of money before it is due. In lending money, Banks obtain interest for a larger sum than that really lent, by deducting the interest from the amount specified in the note, and giving to the borrower the amount thus diminished. This is called *discounting a note*.

DUE BILL.—A written acknowledgement of indebtedness.

INSOLVENT.—A person is said to be insolvent when he is unable to pay his debts, or when his liabilities are greater than his assets.

INVENTORY. A list of the Items of one's property.

INVOICE.—A written statement of goods bought at one time, containing items and prices. A Bill of Parcels.

INDORSER.—One who by writing his name on the back of a Note of Hand, or other paper, becomes responsible to meet its obligations.

LIABILITIES.—What a person owes.

NOTE OF HAND.—A written promise to pay money. When a Note of Hand is drawn, payable to a certain person named, only he or his attorney can collect it. When it is drawn payable to a certain person named *or order*, the person named as payee may indorse it,—that is, write his name on the back of it, and it can be collected by any person into whose hands it may come.

ORDER.—A written request for payment of money, or delivery of goods to a third person.

RECEIPT.—A written acknowledgement of payment of money or delivery of Goods.

REMITTANCE.—Money sent to a person.

VOUCHER.—A receipt, held by a person as evidence of having paid money for another.

ABBREVIATIONS.

Acct. or a/c.—Account.	Jan.—January.
Amt.—Amount.	lbs.—Pounds weight.
Apr.—April.	L. S. D.—Pounds, shillings, and
Aug.—August.	pence.
@.—At.	Mdse.—Merchandise.
Bal.—Balance.	Mo.—Month.
B. B.—Bill Book.	N. B.—Take Notice.
bbl.—Barrel.	No.—Number.
B. P.—Bills Payable.	Nov.—November.
B. R.—Bills Receivable.	Oct.—October.
Cent.—Centum, hundred.	oz.—Ounce.
C. B.—Cash Book.	p.—Page.
Co.—Company.	Payt.—Payment.
C. O. D.—Cash on Delivery.	Pd.—Paid.
Cr.—Creditor.	Per An.—By the year.
Cwt.—Hundred weight.	Pr.—Pair.
D. B.—Day Book.	Pcs.—Pieces.
Dec.—December.	Prox.—Proximo, next month.
Do.—Ditto, the same.	Qrs.—Quarters.
Doz.—Dozen.	Recd.—Received.
Dr.—Debtor.	Sept.—September.
E. E.—Errors Excepted.	ult.—Ultimo, last month.
E. & O. E.—Errors and Omissions excepted.	yds.—yards.
Feb.—February.	&.—and.
Ft.—Foot.	&c.—and so forth.
Gal.—Gallon.	\$.—Dollars.
Hdkf.—Handkerchief.	c.—cents.
Inst.—Instant, the present month.	%.—per cent.

BOOK-KEEPING.

PART II.

ILLUSTRATIVE EXAMPLES.

MEMORANDA OF BUSINESS,

WITH

THE TRANSACTIONS ENTERED IN THE VARIOUS BOOKS.

MEMORANDA.

TRURO, Jan. 1st, 1875.

The following is the state of my business this day :—

I own a shop worth \$800.00 ; I have merchandise worth \$1235.00 ; I have in cash \$468.28 ; I hold John Taylor's note for \$78.00, drawn July 5th, 1874, for 6 months, at 7 per cent. ; John Brown owes me on account \$58.30.

I owe Fred Jones on Note of Hand \$45.00, drawn Nov. 9th, for 2 months, at 6 per cent. interest ; and I owe Duffus & Co., on account \$65.50.

Jan. 4th.

Wm. Smith has bought of me 2 yds. broad cloth, at \$4.25, per yd. ; trimmings for coat, \$2.25 ; one over-coat, \$16.50.

Frank Stephens has bought 2 gals. Kerosene Oil at 48 c. ; and 4 lbs. of tea at 45 c.

I have received from Poor & Co., Boston, 5 casks of Kerosene Oil —225 gals. at 22 c. American currency. I have sent in payment a gold Draft, purchased at the Merchant's Bank, gold 112½—paid ¼ per cent. premium. I have paid duty on the above 15 c. per gal. ; freight and truckage, \$3.75.

CASH SALES THIS DAY, \$28.30.

Jan. 5th.

John Brown sent John Gray with an order, requesting me to give Gray Merchandise to the value of \$4.50, on Brown's account. I have delivered the goods.

John Taylor paid his note with interest.

Frank Stephens has bought 17 yds. Black Lustre at 68 c.; one pair of blankets, \$4.50; one Buffalo Robe, \$17.50.—He has paid cash 10.00.

CASH SALES THIS DAY, \$32.19.

Jan. 6th.

Fitch & Co., of St. John, have forwarded goods as per Invoice, amounting to \$94.12. I have remitted the money and paid expenses, \$4.20.

Frank Stephens has bought a bbl. of flour, \$7.50; 28 lbs. of butter at 27 c.; a tub 25 c.

I have paid Duffus & Co. \$65.50, on account.

David Craig has bought 3 gals. Kerosene Oil at 48 c.; one broom, 35 c.; 15 lbs. sugar at 9 c.

John Brown has paid \$50.00, on account.

CASH SALES THIS DAY, \$29.16.

Jan. 7th.

Wm. Smith has bought per daughter Jane, a Ladies' Sacque, \$8.50; a pair of kid gloves, \$1.10; a pair of boots, \$2.25.

John Brown has bought a pair of skates, \$3.50; a bbl. of flour, \$7.50; and 2 gals. molasses at 42 c.

I have bought, for cash, 50 yds. homespun at 55 c.; 10 bbl. kerosene at \$4.50; and a suit of clothes, \$30.00.

CASH SALES THIS DAY, \$32.12.

Jan. 8th.

David Craig has bought a fur cap, \$3.50; a pair of gloves, \$2.25; and a whip, 75 c.—He has brought me 10 bushels of oats at 58 c. and has paid cash, \$3.84. (Entered in C. B. at the time.)

Frank Stephens has bought 18 rolls of room paper at 45 c.; 25 yds. carpeting at \$1.05; 20 yds. binding at 6 c.; and tacks, 12 c.

CASH SALES THIS DAY, \$34.62.

Frank Stephens gave me his Note of Hand for \$77.30, 3 months without interest.

Jan. 9th.

I had F. Stephens Note discounted at the Merchant's Bank, at 7 per cent.

I have bought for cash 50 bbls. of Flour at \$5.90; paid freight and truckage 75 c. per bbl.—I have bought of Black Brothers goods, as per Invoice, for \$160.00, for which I have given my Note of Hand, payable in 6 months, at 6 per cent.

John Brown has bought 18 yds. blk. silk at \$2.30; 3 yds. Canada Tweed at \$1.60; a bbl. of flour, \$7.25; and a gal. of K. oil, 48 c.

William Smith has bought 24 yds. white cotton, at 13 c.

I have bought of Duffus & Co., Mdse. as per Invoice, \$75.00.

I have paid Jones' Note with interest for 2 months.

I have paid my clerk, John Hall, \$10.00, salary for one week.

I have paid for my Board one week, \$4.00.

CASH SALES THIS WEEK, \$38.41.

As I have determined to make a change in my business, I have taken an Inventory of my Property, estimating the value of my shop at \$800.00, and of my goods at \$1725.00. I have requested my clerk to balance the accounts, make a Balance sheet, and find my standing at this date as compared with Jan. 1st.

DAY BOOK.

TRURO, Jan. 1st, 1875.

The following is the state of my business at this date:—			
ASSETS,—			
Value of Shop....	\$ 800 00		
" Mdse	1235 00		
Cash, (C. B.)	468 28		
Taylor's Note, (B. B.)	78 00		
John Brown, (on acct.)	58 30	2639	58
LIABILITIES,—			
Jones' Note, (B. B.)	\$45 00		
Duffus & Co., (on acct.)	65 50	110	50
Balance, Net Capital....		2529	08
JOHN BROWN. Dr.			
1 To Balance due on old account		58	30

TRURO, Jan. 4th, 1875.

		DUFFUS & Co.	Cr.		
1	By Balance due on old account,			65	50
		WILLIAM SMITH.	Dr.		
1	To 2 yds. Broad Cloth @ \$4.25	\$ 8 50			
	" Trimmings for Coat	2 25			
	" Overcoat	16 50		27	25
		FRANK STEPHENS.	Dr.		
2	To 2 gals. Kerosene Oil @ 48c.	\$0 96			
	" 4 lbs. Tea @ 45c.	1 80		2	76
		JAN. 5th.			
		JOHN BROWN.	Dr.		
1	To Mdse. delivered John Gray, per order,			4	50
		FRANK STEPHENS.	Dr.		
2	To 17 yds. Blk. Lustre @ 68c.	\$11 56			
	" 1 pr. Blankets	4 50			
	" 1 Buffalo Robe	17 50		33	56
		Cr.			
2	By Cash			10	00
		JAN. 6th.			
		FRANK STEPHENS.	Dr.		
1	To 1 bbl. Flour	\$7 50			
	" 28 lbs. Butter @ 27c.	7 56			
	" 1 Tub	0 25		15	31
		DUFFUS & Co.	Dr.		
1	To Cash			65	50
		DAVID CRAIG.			
2	To 3 Gals. Kerosene Oil @ 48c.	\$1 44			
	" 1 Broom	0 35			
	" 15 lbs. Sugar @ 9c.	1 35		3	14
		JOHN BROWN.	Cr.		
1	By Cash on acct			50	00
		JAN. 7th.			
		WILLIAM SMITH.			
1	To 1 Ladies' Sacque	\$8 50			
	" 1 pr. Kid Gloves	1 10			
	" 1 pr Boots	2 25		11	85
	Per Daughter Jane.				

TRURO, Jan. 7th, 1875.]

		JOHN BROWN.	Dr.		
1	To 1 pr. Skates	\$3 50		11	84
	" 1 bbl. Flour	7 50			
	" 2 gals. Molasses @ 42c.....	0 84			
	PERSONAL EXPENSES.	Dr.		30	00
2	To Cash paid for Suit....				
	JAN. 8th.				
	DAVID CRAIG.	Dr.			
2	To 1 Fur Cap	\$3 50			
	" 1 pr. Gloves	2 25			
	" 1 Whip	0 75		6	50
	DAVID CRAIG.	Cr.			
2	By 10 bushels Oats @ 58c.	\$5 80			
	" Cash.....	3 84		9	64
	FRANK STEPHENS.	Dr.			
2	To 18 Rolls Room Paper @ 45c.	\$8 10			
	" 25 yds. Carpeting @ 1.05	26 25			
	" 20 yds. Binding @ 6c.	1 20			
	" Tacks,	0 12		35	67
	CR.				
2	By Note of Hand, (B. B.)			77	30
	JAN. 9th.				
	JOHN BROWN.	Dr.			
1	To 18 yds. Blk. Silk @ 2.30	\$41 40			
	" 2 yds. Canada Tweed @ 1.60	4 80			
	" 1 bbl. Flour.....	7 25			
	" 1 gal. Kerosene Oil	0 48		53	93
	WILLIAM SMITH.	Dr.			
1	To 24 yds. White Cotton @ 13c			3	12
	JAMES HILL.	Cr.			
2	By one Week's Service in Shop... ..			10	00
	Dr.				
2	To Cash... ..			10	00
	DUFFUS & Co.	Cr.			
1	By Mdse., as per Invoice			75	00
	PERSONAL EXPENSES.	Dr.			
2	To Cash paid for Board... ..			4	00
	MEMORANDA.				
	Value of Shop	\$ 800 00			
	" Mdse. on Hand	1725 00			

CASH BOOK.

CASH.		Dr.	
1875			
Jan. 1st.	To Cash on hand	468	28
" 4	" Cash Sales	28	30
" 5	" Taylor's Note, \$78.00—Interest, 2.73	80	73
" "	" Cash Sales	32	19
" 6	" John Brown, \$50.00—Cash Sales \$29.16	79	16
" 7	" Cash Sales	32	12
" 8	" David Craig, \$3.86—Cash Sales \$34.62	38	46
" 9	" F. Stephens' Note, \$75.94—Cash Sales \$38.41	114	35
		873	59
Jan. 9th	To Cash on Hand, Balance	133	57

BILL BOOK.

BILLS

No.	Maker.	Indorser.	Amount.	Date.	Time.
1	John Taylor.	=====	\$78 00	July 15th, 1874.	6 mos.
2	Frank Stephens.	=====	77 30	Jan. 8th, 1875.	3 mos.

BILLS

No.	Payee.		Amount.	Date.	Time.
1	Fred Jones.		\$ 45 00	Nov. 9th, 1874.	2 mos.
2	Black Brothers.		160 00	Jan. 9th, 1875.	6 mos.

CASH BOOK.

CASH			Cr.
1875			
Jan. 4.	By Cash for Gold Draft, \$44.00—Premium 25c.....	44	25
" "	" " Duty on Oil, \$33.75—Freight, &c., 3.75	37	50
" 6	" " to Fitch & Co., \$94.12—Freight, &c., \$4.20	98	32
" "	" " to Duffus & Co., \$65.50	65	50
" 7	" " for Homespun, \$27.50—Herring, \$45.00	72	50
" "	" " for Suit of Clothes,	30	00
" 9	" " for Flour, \$295.00—Freight, \$37.50,	332	50
" "	" " Jones' Note, \$45.00; Interest, 45c.	45	45
" "	" " J. Hall's Salary, \$10.00—Board \$4.00,	14	00
" "	" " By Balance, Cash on hand,	133	57
		873	59

BILL BOOK.

RECEIVABLE.

When Due.	Rate of Interest.	Remarks.
Jan. 5th, 1875.	7%	Paid with interest, Jan. 5th, 1875.
April 8th, 1875.		Discounted at "Merchants' Bank," @ 7 % Jan. 9th, 1875.

PAYABLE.

When Due.	Rate of Interest.	Remarks.
Jan. 9th, 1875.	6%	Paid with interest, Jan. 9th, 1875.
July 9th, 1875.	6%	

INDEX TO THE LEDGER.

A			H	Hill, John	2
B	Brown, John	1	*		
			*		
C	Craig, David	2	P	Personal Expenses,	2
D	Duffus & Co.	1	S	Smith, Wm.	1
*				Stephens, Frank	2
*			*		
*			*		
*			*		

DR.		JOHN BROWN.		CR.		1
1875				1875		
Jan. 1.	To Balance, old a/c.....	58	30	Jan. 6	By 50.00,	50 00
	5 7 9					
"	" 4.50, 11.84, 53.93,	70	27	"	Balance,.....	78 57
		128	57			128 57
Jan. 9.	To Balance	78	57			

DR.		DUFFUS & Co.		CR.	
1875				1875	
Jan. 6.	To Cash	65	50	Jan. 1.	By Balance, old a/c....
					65 50
Jan. 9.	To Balance.....	75	00	"	By 9
					75.00
					75 00
				Jan. 9.	By Balance
					75 00

DR.		WILLIAM SMITH.		CR.	
1875				1875	
Jan.	To 4 7 9			Jan. 9.	By Balance.....
	27.25, 11.85, 3.12	42	22		42 22
Jan. 9.	To Balance.....	42	22		

DR.		FRANK STEPHENS.				CR.	
1875		4	5	6		1875	
Jan.	To	2.76,	33.56	5.31, ...	51 63	Jan.	By
							10.00, 77.30,
		8					87 30
"	"	35.67		35 67		
					87 30		

DR.		DAVID CRAIG.				CR.	
1875		6	8			1875	
Jan.	To	3.14,	6.50,	9 64	Jan.	By
							9.04
							9 64

DR.		PERSONAL EXPENSES.				CR.	
1875		7	9			1875	
Jan.	To	30.00,	4.00		34 00		

DR.		JOHN HILL.				CR.	
1875		9				1875	
Jan.	To	10.00			10 00	Jan.	By
							10.00
							10 00

DR.		BALANCE SHEET.				CR.	
1875				1875			
Jan. 9	Value of Shop	800	00	Jan. 9	Black Brothers' Note,		
	" Mdse.	1725	09		(B. B.)	160	00
	Cash, (C. B.)	133	57		Duffus & Co. (Led. p. 1)	75	00
	John Brown, (Led. p. 1)	78	57		Balance, Net Capital..	2544	36
	Wm. Smith, (Led. p. 1)	42	22				
		2779	36			2779	36

Net Capital, Jan. 9th 1875..... \$2544 36

" 1st, " 2529 08

Net Gain..... \$ 15.28

To the above must be added, as part of the proceeds of the business—

Personal Expenses..... \$34 00

Total Gain..... \$49 28

MERCANTILE FORMS.

A BILL OF PURCHASE.

Charged in acct. See D. B. Jan. 8th, p. 18.

TRURO, Jan. 8th, 1875.

FRANK STEPHENS, Esq.

BOUGHT OF SAMUEL DOE.

18 Rolls Room Paper @ 45c.	\$8.10		
25 yds. Carpeting @ \$1.05	26.25		
20 yds. Binding @ 6c.	1.20		
Tacks	0.12	35	67

A BILL OF PURCHASE.

A Cash Sale.—Receipted by Clerk, John Hill.

TRURO, Jan. 7th, 1875.

WILLIAM JOHNSON, Esq.

BOUGHT OF SAMUEL DOE.

15 yds. Blk. Lustre, @ 52c.	\$7.80		
4 yds. Lining Cotton @ 13c.	0.52		
1 Silk Hat	4.50	12	82

Rec'd Payment,

SAMUEL DOE,
Per J. H.

AN ACCOUNT CURRENT.

See Ledger p. 1.

TRURO,

JOHN BROWN, Esq,

IN ACCOUNT WITH SAMUEL DOE,

Dr.

1875			
Jan. 1st	To Balance old acct.....	\$58.30	
" 5th	" Mdse. delivered John Gray, per order.....	4.50	
" 7th	" 1 pr. Skates, \$3.50, 1 bbl. Flour, \$7.50, 2 gals. Molasses, @ 42c., (84c.).....	11.84	
9th	" 18 yds. Blk. Silk, @ 2.30, (\$41.40,) 3 yds. C. Tweed, @ 1.60, (\$4.80).....	46.20	
	" 1 bbl. Flour, \$7.25, 1 gal. K. Oil 48c.....	7.73	128 57
	Cr.		
Jan. 6	By Cash.....	\$50.00	
	" Balance.....	78 57	128 57
	To Balance due S. D.....		78 57

RECEIPT.

See Day Book, Jan. 6th.

TRURO, Jan. 6th, 1875.

\$50.00

Received of John Brown, Fifty Dollars on account.
SAMUEL DOE.

RECEIPT IN FULL.

See D. B. Jan. 8th.

TRURO, Jan, 8th, 1875.

\$9.64

Received of David Craig, in Oats and Cash, Nine $\frac{64}{100}$ Dollars in full of all demands to date.

SAMUEL DOE,
Per J. H.

AN ORDER.

See D. B. Jan. 5th.

ONSLow, Jan. 8th, 1875.

SAMUEL DOE, Esq.

Please give John Gray, or Order, Merchandise to the value of Four $\frac{64}{100}$ Dollars on my account.

JOHN BROWN.

A NOTE OF HAND.

See B. P. No. 2.

TRURO, Jan. 9th, 1875.

\$160.00

Six months after date, value received, I promise to pay
Black Brothers, One Hundred and Sixty Dollars, with interest at six
per cent.

SAMUEL DOE.

A DUE BILL.

See Ledger, p. 1.

TRURO, Jan. 9th, 1875.

\$42.22

Due Samuel Doe, or Order, Forty-two $\frac{22}{100}$ Dollars, value received

WILLIAM SMITH.

A DRAFT.

*See Memoranda, Jan. 4th, Oil acct.
p. 14.*

MERCHANT'S BANK.

\$44. $\frac{00}{100}$ Gold.

TRURO, Jan. 4th, 1875.

At Sight, Pay to the order of Messrs Z. Poor & Co. ————
Forty four $\frac{00}{100}$ Dollars in gold, value received, and charge to account
of this Bank.

To BOSTON BANK, }
State Street, }
No. 103 Boston. }

JOHN JACKSON,

Cashier.

BILL OF EXCHANGE.

See Part III. Memoranda, Jan. 26th.

MERCHANT'S BANK.

No. 1,

TRURO, Jan. 26th, 1875.

Exchange for

£81 12s.

Sixty days after sight of this First of Exchange, (Second and Third of same tenor and date unpaid) pay to the order of Jefferson & Douglas. Eighty-one Pounds Twelve Shillings, Sterling, value received, and charge the same to account of this Bank.

TO BANK OF ENGLAND,
London.

JOHN JACKSON,
Cashier.

BOOK-KEEPING.

PART III.

EXAMPLES FOR PRACTICE.

MEMORANDA OR HISTORY OF THE BUSINESS.

TRURO, Jan. 1st, 1875.

I, Samuel Doe, this day commence a general mercantile business.

The following statement shows the condition of my affairs at this date:—

ASSETS.—Value of Shop and Furniture, \$1100.00; merchandise on hand, \$4346.00; Cash, \$516.34; Wm. Smith's Note, \$180.00, drawn Sep. 15th, for four months at 7 per cent; Robert Fuller's Note, \$214.00, drawn October 31st, for two months at 7 per cent; Thomas Davis owes balance on account, \$36.48; Levi Williams, balance on account, \$92.25; Robert Porter, balance on account, \$185.65.

LIABILITIES.—I owe John Hall & Co., Note of hand, \$350.00, drawn June 1st, 1874, for seven months, at 6 per cent; Fred Parker & Co., balance on account, \$250.00; John Murray, balance on account, \$58.00; James Cook, balance on account, \$214.00.

I engage David Webster as Clerk, at \$40.00, per month.

Jan. 2nd.

Thomas Farrell has bought a tub of butter, net weight 28 lbs. at 22 c. price of tub 25 c.; also 2 lbs. of tea at 45 c.

Levi Williams, per daughter Rachel, has bought 15 yds. blk. silk, at \$1.85; a ladies' hat, \$5.45; and 1 pr. cloth boots, \$2.25.

I have paid F. Parker & Co., cash on account, \$100.00.

Robert Fuller has paid his note, \$214.00, with interest for 2 months and 2 days at 7 per cent.

I have paid John Hall's note, \$350.00, with interest for 7 months and 1 day at 6 per cent.

CASH SALES THIS DAY, \$45.45

Jan. 4th.

James Wiggins has bought a barrel of flour, \$7.50 ; 2 gallons of molasses at 42 c. ; and 5 lbs. of raisins at 15 c. He has paid on account, \$5.00. (Included in cash sales.) Thomas Davis has paid on account, \$36.48. (Give Davis credit and enter in C. B.)

CASH SALES THIS DAY, \$30.28.

Jan. 5th.

John Brown has bought 30 yds. unbleached cotton at 12 c. ; 32 yds. carpeting at \$1.25 ; 1 lamp, 75 c. ; and 5 gallons Kerosene Oil at 48 c. I have paid John Murray on account \$58.00.

CASH SALES THIS DAY, \$38.00.

Jan. 6th.

Levi Williams has paid on account, \$92.25. He has bought 5 barrels of flour at \$7.25. I have paid Fred Parker & Co. \$150.00, on account.

CASH SALES THIS DAY, \$53.13.

Jan. 7th.

Bought of Z. Poor & Co., Boston, 10 casks Kerosene Oil, 450 gallons at 22 c. American Currency. In payment, I have sent a Gold Draft, purchased at the Merchant's Bank,—gold worth 115. I have paid $\frac{1}{4}$ per cent for the Draft ; Duty, 15 cents per gallon ; Freight and Truckage, \$6.40. (Cost of oil in gold, at given rate is \$86.09. Premium at $\frac{1}{4}$ per cent is 25 c., charges on sums under \$100.00 being the same as on \$100. Duty \$67.50. Freight, &c., \$6.50. Enter in C. B.)

Robert Porter, becoming insolvent, compounded with his Creditors, paying 60 cents on the Dollar. (Porter must be credited with cash \$111.39, and with balance charged to Profit and Loss.)

CASH SALES THIS DAY, \$50.40.

Jan. 8th.

Samuel Jenkins has bought 6 casks of K. oil, 270 gallons, at 42 c. ; and I have taken his Note for the amount, for 3 months, at $6\frac{1}{2}$ per cent. (This transaction does not require to be entered in D. B.)

Thomas Farrell has bought 5 lbs. of tea at 42 ; 3 doz of eggs at 18 c. ; and 25 lbs. crushed sugar at 14 c.

James Wiggins has bought 2 yds. broadcloth at \$4.50 ; $2\frac{1}{2}$ yds. German cloth at \$1.50 ; cloth for vest, \$1.50 ; and trimmings for suit, \$4.50.

CASH SALES THIS DAY, \$35.15.